

EDITED KSA LISTING

CLASS: Senior Special Agent, Department of Corrections

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

	Knowledge of:
K1.	Comprehensive knowledge of the purposes, activities, policies, procedures, rules, and regulations of the Department of Corrections to ensure compliance and effective operations.
K2.	Comprehensive knowledge of the requirements of the California Penal Code, Evidence Code, Code of Civil Procedures and relevant case law etc. to conduct legal criminal and administrative investigations.
K3.	Comprehensive knowledge of organizing, planning and implementing criminal and administrative investigations to ensure compliance with laws, rules, regulations and effective operations.
K4.	Comprehensive knowledge of criminal and personnel investigation techniques and procedures to ensure compliance with laws, rules, regulations and effective operations.
K5.	Comprehensive knowledge of interview and interrogation techniques to ensure compliance with laws, rules, regulations and effective operations.
K6.	Comprehensive knowledge of information and intelligence gathering processes and procedures to ensure compliance with laws, rules, regulations and effective operations.
K7.	Comprehensive knowledge of laws of arrest, search and seizure, evidence management, and court procedure to ensure compliance with laws, rules, regulations and effective operations.
K8.	Comprehensive knowledge of planning and execution of tactical operations to safely ensure compliance with laws, rules, regulations and effective operations.
K9.	Comprehensive knowledge of officer safety requirements and equipment to comply with laws, regulations and departmental policies to ensure the safety of employees and the public.
K10.	Comprehensive knowledge of the principles, policies and protocols related to correctional administration and the management of correctional entities to conduct legal and effective investigations.
K11.	Comprehensive knowledge of personnel management principles and supervision techniques necessary to ensure compliance with laws, rules, regulations and staff development.
K12.	General knowledge of a supervisor's role in equal employment opportunity to prevent discrimination and harassment in the workplace.
K13.	Knowledge of departmental policies and legal requirements for peace officer training to ensure compliance with laws, rules, regulations and staff development.
K14.	Comprehensive knowledge of applicable collective bargaining memoranda of understanding and related issues to ensure compliance with laws, rules and regulations in the investigative process.

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K15.	General knowledge of disciplinary guidelines pursuant to State Personnel Board laws, rules and regulations to ensure legal compliance and effective supervision.
K16.	Basic knowledge of computer systems and word processing software in order to maintain a productive work environment.

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	Skill to:
S1.	Skill to gather and prepare evidence for the investigative process to ensure effective case adjudication.
S2.	Skill to apply methods, techniques, laws and regulations etc. necessary to ensure effective criminal and administrative adjudication.
S3.	Skill to establish and maintain cooperative relationships with law enforcement and governmental agencies to exchange and relay information, and ensure effective criminal and administrative adjudication.
S4.	Skill to prepare organized, accurate, timely, clear, and concise written reports to ensure effective criminal and administrative adjudication.
S5.	Skill to communicate verbally and in writing to exchange and relay information required to ensure effective criminal and administrative adjudication.
S6.	Skill to analyze situations accurately and take effective action to maintain compliance with rules and regulations while ensuring officer safety.
S7.	Skill to operate a motor vehicle safely and effectively in compliance with State law while ensuring the safety of staff and the public.
S8.	Skill to use, maintain, and qualify as needed, with chemical agents and less-lethal weapons in accordance with State law and departmental policy to ensure the safety of staff and the public.
S9.	Skill to plan and conduct criminal and administrative investigations to comply with laws, rules and regulations while ensuring concise, complete and accurate investigations.
S10.	Skill to use, maintain, and qualify with approved firearms in accordance with state law and departmental policy to ensure the safety of staff and the public.
S11.	Skill to plan, direct, and conduct the more sensitive and complex criminal and administrative investigations to ensure confidentiality, thoroughness and maintain legal and regulatory compliance.
S12.	Skill to plan for and allocate resources to achieve program goals and objectives.
S13.	Skill to effectively supervise the work of a group of Special Agents and other law enforcement personnel to ensure and maintain legal and regulatory compliance.
S14.	Skill to manage personnel matters to ensure compliance with departmental and State policies, procedures, laws, rules and regulations.
S15.	Skill to effectively contribute to establishing equal opportunity in hiring and employee development to be in compliance with departmental goals and State and federal law.
S16.	Skill to monitor staff training needs and requirements to ensure compliance with State law and departmental policy.

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A1	Ability to remain standing for an extended period of time (e.g., range qualifications, surveillance, security detail, etc.) to perform the required duties of a Senior Special Agent.
A2	Ability to remain seated for an extended period of time (e.g., surveillance, security detail, interviews, etc.) to perform the required duties of a Senior Special Agent.
A3	Ability to perform physical activities (e.g., bend, crouch, twist, kneel, crawl, climb, etc.) related to conducting searches, affect arrests, secure contraband, enter and exit vehicles, etc., to perform the required duties of a Senior Special Agent.
A4	Ability to manipulate and operate equipment (e.g., firearm(s), cellular phones, hand-held radios, flashlights, computer equipment, mechanical restraints, etc.) to safely perform the required duties of a Senior Special Agent.
A5	Ability to effectively hear to detect and protect oneself and others from potential harm by detecting dangerous situations (i.e., cry for help, dog barking, destruction of evidence, gunshots, etc.) while performing required duties of a Senior Special Agent.
A6	Ability to see at a vision 20/60 uncorrected, 20/20 corrected in each eye and distinguish colors in order to utilize weapons, detect and protect oneself and others, identify evidence, identify signs, etc., while performing required duties of a Senior Special Agent.

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SPEC 1	Willingness to work throughout the State for long and unusual hours based on operational needs to effectively perform the duties of a Senior Special Agent.
SPEC 2	Possess keenness of observation and good memory for names, faces, places, and incidents to effectively perform the duties of a Senior Special Agent.
SPEC 3	Willingness to associate with criminals and criminal environments to effectively perform the duties of a Senior Special Agent.
SPEC 4	Willingness to work undercover and participate in covert moving, stationary, aerial and electronic surveillance to effectively perform the duties of a Senior Special Agent.
SPEC 5	Willingness to utilize a variety of weaponry (e.g., shotgun, automatic and semi-automatic weapons, chemical agents and other less-lethal weapons, etc.) as required to effectively perform the duties of a Senior Special Agent.
SPEC 6	Willingness to pursue violent repeat offenders and affect their arrest to effectively perform the duties of a Senior Special Agent.
SPEC 7	Willingness to maintain a satisfactory record as a law-abiding citizen to effectively perform the duties of a Senior Special Agent.
SPEC 8	Maintain good credit, professional integrity, honesty and avoid illegal involvement in controlled substances to effectively perform the duties of a Senior Special Agent.
SPEC 9	Maintain a valid driver's license to effectively perform the duties of a Senior Special Agent.
SPEC 10	Willingness to use all appropriate means, including deadly force, to effectively perform the duties of a Senior Special Agent.
SPEC 11	Exercise good judgment and make sound decisions to effectively perform the duties of a Senior Special Agent.
SPEC 12	Demonstrate and maintain good work habits to effectively perform the duties of a Senior Special Agent.